



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 16-42**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Knowledge Operations Management Craftsman	AFSC: 3D071	OPEN DATE: 25 January 2016	CLOSE DATE: 22 February 2016
UNIT OF ACTIVITY/DUTY LOCATION: 176 th Communications Flight, JBER-Elmendorf, Alaska	GRADE REQUIREMENT: Minimum: E6 Maximum: E7		
SELECTING SUPERVISOR: MSgt Brandy Thanos	VACANCY: 959759	PHYSICAL PROFILE: PULHES – 333233	

AREAS OF CONSIDERATION

- Area 1 On Board AKANG AGR (**MUST HOLD 3A171 OR 3D05X AFSC**)
- Area 2 Alaska Air and Army National Guard members (**MUST HOLD ADVERTISED AFSC**)
- Area 3 Nationwide (Military members eligible for membership in to the AKANG) (**MUST HOLD ADVERTISED AFSC**)

All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Develop, govern, and monitor processes, technologies, and practices that support organizations to identify, capture, organize, and employ information in both fixed and deployed environments that comprise of raw data, documents, practices, policies, and individual expertise
- Core competencies of Knowledge Managers include: professional networking, social collaboration, Communities of Practice (CoP), enterprise information systems technology, business continuity, cross-functional data sharing, and process-improvement
- Manage the overall process for organizations to plan, coordinate, manage, share, and control information. Identifies and analyzes data, information, and knowledge requirements to facilitate discovery and dissemination of decision-quality information
- Leverage the interaction of people, processes, and enterprise technologies to capture, store, organize, share, and control tacit and explicit knowledge
- Leverage continuous process improvement techniques to improve mission and business processes, enhancing access to relevant cross-functional information in a collaborative, timely, and contextual manner
- Promote organizational information as a reusable, shared, protected, consistent, and compliant resource
- Manage and enforce use of metadata, enabling data to be accessed, tagged, and searched regardless of physical location, media, source, owner, or other defining characteristics
- Assist and educate users on authoritative data sources, data services, and presentation tools to meet organizational objectives
- Assist organizations with meeting statutory records management requirements, to include training, policies, and technologies used to identify, organize, protect, share, archive, and dispose of official government records
- Operate and manage records, information, management systems, and records staging facilities for long-term and permanent records
- Provide assistance and training with Privacy Act, Freedom of Information Act, and Civil Liberties programs
- Manage, supervise, and perform planning and implementation activities
- Manage implementation and project installation and ensure architecture, configuration, and integration conformity
- Develop, plan, and integrate base communications systems
- Serve as advisor at meetings for facility design, military construction programs and minor construction planning
- Evaluate base comprehensive plan and civil engineering projects
- Monitor status of base civil engineer work requests
- Perform mission review with customers
- Control, manage, and monitor project milestones and funding from inception to completion
- Determine adequacy and correctness of project packages and amendments
- Monitor project status and completion actions
- Manage and maintain system installation records, files, and indexes
- Evaluate contracts, wartime, support, contingency and exercise plans to determine impact on manpower, equipment, and systems
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- APTITUDE REQUIREMENT – GENERAL– 64
- SECURITY CLEARANCE – **Secret** (eligible to obtain)
- STRENGTH APTITUDE - Demonstrated by weight lift of 40 LBS
- AFSC not open to non-United States Citizens. AFSC identified is open to United States nationals

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: planning and coordinating the complete life-cycle of organizational data and information assets, including enterprise information management, technologies, information security, and knowledge operations.
- Experience and knowledge of programs to include: Microsoft SharePoint, Air Force Information Management Systems (AFRIMS), ANG Reserve Orders Writing System (AROWS), Command Human Resources Intelligence System (CHRIS), Defense Travel System (DTS), MIL
- Excellent oral and written communication skills to include training and public speaking
- Supervisory experience

See page 2 for All Required Documents for Considerations

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Applicants who have any Adverse Actions or a UIF, must provide supporting documents with the application. - Any further questions regarding the AGR program may be answered in ANGI 36-101
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."		

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-4 are required by the Human Resource Office to determine initial qualifications.* All other documents are required by the selecting supervisor. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position **dated 20131111**
(<http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Cover Letter & Resume
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Letters of Recommendation will be accepted

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF
PDF File Name should be: Position Announcement Number, Last name, First name, Grade

Example: ANG 16-42 Doe, Jane E1

Email Subject should be: Position Announcement Number

Example: ANG 16-42

Email Application Package to AKNG-Apply@mail.mil

OR

Send through AMRDEC Safe <https://safe.amrdec.army.mil/safe/> sending to AKNG-Apply@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6928 DSN 317-384-6928

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.